



DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5370

REPLY TO
ATTENTION OF:

ATZH-TB

21 February 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 2: Equal Opportunity

REFERENCES

A. AR 600-20, Army Command Policy

B. TRADOC Regulation, DA PAM 350-20, (Training) Unit Equal Opportunity Training Guide

1. All members of the Brigade will be treated fairly regardless of race, gender, color, religion or natural origin. We must remind all military and civilian personnel that diversity makes the United States strong. Leaders at every level are charged with ensuring that no one is discriminated against, as well as taking swift and appropriate action should they discover improprieties in this area.
2. I expect commanders at every level to articulate not only their equal opportunity policy, but also create initiatives, constantly reinforce policies and prevent discrimination from occurring against those in their charge.
3. Unlawful discrimination as outlined in AR 600-20 Chapter 6, verbal abuse, intimidation, sexual and derogatory comments are unacceptable and will not be tolerated. Commanders, supervisors and leaders, at all levels, will set the example, and they will articulate and enforce all equal opportunity policies. Everyone in this Brigade will be treated with dignity and respect.
4. All members of the 15th Regimental Signal Brigade will follow procedures below when filing Equal Opportunity complaints.
 - a. Equal opportunity and sexual harassment complaints are encouraged to be filed with the chain of command. The Brigade Equal Opportunity Advisor (EOA), Inspector General, Housing Referral Office, Staff Judge Advocate, PMO, CID, Chaplain, and medical personnel may serve as alternative agencies which may accept complaints. Commanders will ensure Soldiers filing a complaint are free from acts or threats of reprisal. Soldiers submitting a complaint must be prepared to provide specifics about their allegation of discrimination or sexual harassment to assist in speedy resolution.

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b. There are two types of complaints; formal and informal. Complainants may submit either type. Complainants will be briefed on the equal opportunity complaint procedures when filing a complaint. The chain of command will strive to resolve all complaints at the lowest level possible within the timelines stated below.

5. Formal complaint. As outlined in AR 600-20, Appendix D, complainants have 60 calendar days from the date of the alleged incident in which to file a formal complaint. However, I expect commanders to address all complaints even if they are submitted after 60 days. The commander must accept or refer complaints and act upon them within three calendar days. Commanders or a commissioned officer must administer an oath to the complainant on DA Form 7279-R. Commanders will notify the Brigade EOA for guidance prior to conducting an inquiry. Commanders or their designated representative must complete the inquiry within 14 calendar days. If an extension is requested and granted (not to exceed 30 calendar days), notify the complainant of the extension. Upon completion, commanders will notify the complainant that they have 7 calendar days to appeal decisions to the next higher commander. The Brigade EOA will follow up on all formal complaints within 30-45 calendar days.

6. Informal complaint. Complaint that involves minor infractions, where the complainant does not wish to file in writing may be handled in this manner. There is no time limit, but an informal complaint will be taken just as seriously as a formal complaint and handled as soon as possible. Commanders should attempt to keep complainant's name confidential, however confidentiality can not be guaranteed.

7. For more information or clarification on the equal opportunity complaint procedures, contact the Brigade EOA at 791-6517. If the advisor is not available, leave a message and the advisor will return your call.

8. Equal opportunity for everyone is critical to the good order and discipline of this organization and the Army. Treating everyone within 15th Regimental Signal Brigade Team with dignity and respect is non-negotiable.

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9. All Soldiers and civilians are expected to comply with this policy. Violation of this policy memorandum by any 15th Regimental Signal Brigade Soldiers provides a basis for disciplinary action under the Uniform Code of Military Justice and/or adverse administrative action.



FRANK G. PENHA
COL, SC
Commanding

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